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NOTICE NO.
LN 20-2-1

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PERSONNEL
10 March 1954

SUBJECT: Recruitment Requests for Clerical Vacancies

1. The Office of Personnel has advised that in future all vacancies for clerical personnel be processed in accordance with the recruitment request system now used for professional vacancies.

2. Because of variations in actual work from one office to another, it will be necessary to indicate the major duties and responsibilities involved in each position when making a clerical recruitment request. For example, a clerk typist may be required to devote most of her time to typing (or to record keeping and filing); to work under varying degrees of supervision; to exercise considerable (or little) initiative; to work closely with other personnel (or virtually alone), etc.

3. In the future, all requests to fill clerical vacancies should follow the procedures outlined in [redacted] "Guide to the Preparation and Processing of Standard Form 42, Request for Personnel Action", November 1953. This procedure will greatly assist the Office of Personnel in making better placements and in maintaining an adequate and competent clerical force.

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FOR THE CHIEF OF LOGISTICS:

[redacted]
Chief, Administrative Staff

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LO/AS/GE:mel

cc: Office of Personnel

[redacted]

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